Regular Meeting Cambridge Redevelopment Authority

Wednesday, May 15, 2013; 5:30pm Cambridge Police Station 125 Sixth Street Community Room

DRAFT MEETING MINUTES

CRA Representatives Present

Kathleen Born (Chair), Margaret Drury (Vice-Chair), Christopher Bator, Barry Zevin, Conrad Crawford, Executive Redevelopment Officer Tom Evans, Counsel Jeffrey Mullan

Public comment sign-in sheet for entry into record.

Call to Order: Kathleen Born, called the meeting to order (5:39).

Public Comment

Written materials related to comments entered into record.

Anne-Marie Aigner

Representing Food Truck Festivals of New England requested permission to hang a temporary banner for the first food truck festival to be held in Kendall Square on June 8, 2013. Ms. Aigner is excited about changes in Kendall square and spoke of partners/location on the Broad Canal. Visibility is important to success of festival; therefore banner is requested in Point Park (Boston Properties' site). It would be put up Sunday evening and remain through June 8th at 6:00 pm.

Mr. Evans reported that Cambridge Community Development Department staff was supportive of this temporary signage, noting that the process is informal. Ms. Born reported that Boston Properties will allow the signage. Details will be finalized with Mr. Evans and Boston Properties.

Stephen Kaiser

Referred to his letter to the board regarding planning in the city and his concerns about the Kendall Square/Central Square study process. Mr. Kaiser also spoke of his concerns regarding the former CRA Executive Director activity. Hopes to have better communication between new City Manager and CRA board.

Heather Hoffman

Spoke of concerns regarding former Executive Director and legality of work done during his tenure. In favor of careful examination of prior activity for the sake of Kendall Square's and CRA's future.

Carol Bellew

Has been working on the courthouse redevelopment issues and asking for CRA involvement with that project.

Tom Stohlman

Although not a member of the East Cambridge Planning Team, he attends as interested citizen and is following courthouse redevelopment. Encouraging CRA to engage in this process to achieve better uses and new partnerships.

Rhoda Fantasia

Has been working with East Cambridge Planning Team regarding courthouse redevelopment planning. Is interested in height reduction for courthouse building via development transfer. Encourages CRA to get involved with process.

Ms. Born commented that although CRA has not moved beyond Kendall Square, the Board is very happy to receive this encouragement from the community. Mr. Evans agreed to set up a time with community members to listen to their proposal and tour the site.

Public Comment closed 6:15

Acceptance of minutes:

Minutes for the April 17, 2013 meeting were approved.

Communications

(All entered into the record)

- o Correspondence dated April 22, 2013 from CRA Special Counsel
- o Correspondence dated May 3, 2013 from Tom Stohlman to Kathy Born
- o Correspondence dated May 8, 2013 from Stephen Kaiser to CRA Board

Report of the Ad-Hoc Legal Committee

Margaret Drury read the following statement into the record:

"The Special Counsel has concluded its work and has issued a demand letter to counsel for the former Executive Director. That letter is on tonight's agenda. The SC review included examination of voluminous boxes of paper records and the hard drives from the CRA computers. Special Counsel also spoke with many witnesses. The Ad Hoc committee worked with our Special Counsel during the preparation of the report, and we believe that the product is consistent with what the Board of the CRA has requested.

The matter is also being reviewed by the proper organizations with jurisdiction over the subject matter. The CRA has cooperated and continues to cooperate fully with those organizations.

Last year, the Board of the CRA commissioned a review of known activity during the "Look Back Period", and since then has taken action to correct deficiencies that have been identified, including actions taken with respect to the Urban Renewal Plan, the Broad expansion, and the Google Connector. It has also declared many of its contracts with vendors to be void, has procured new vendors where appropriate and necessary.

In addition the CRA has revised its bylaws, developed a website on which it publishes current and historical information, adopted a practice of meeting monthly, invited the public to offer comment at its meetings, enlisted the support of the City of Cambridge in important areas such as management, bookkeeping and investment advice, conducted outreach and held joint meetings with the Planning Board and members of the City Council, and reviewed and revised its banking practices. While there is more work to be done, there have been many positive changes to the Authority's practices in the one year since its first meeting.

The Authority is restarting the audit processes for 2010 and 2011 and, as noted in tonight's agenda, will be recommending that the audit firm retained last year to complete the 2011 audit be requested to complete the 2010 audit as well. I understand that those audits should be completed over the next few months.

With this step taken by the Special Counsel, the Authority is restarting the audit processes for 2010 and 2011 and, as noted in tonight's agenda, will be recommending that the audit firm retained last year to complete the 2011 audit be requested to complete the 2010 audit as well. I understand that those audits should be completed over the next few months.

Other than work that may be necessary in connection with cooperating with the proper organizations with jurisdiction over the subject matter, the committee believes that the work of the Special Counsel should be considered complete. The committee recommends that the Board vote to authorize the completion of the 2010 audit so that the 2010 and 2011 audits may begin again. Otherwise, the committee recommends that the Board take no additional action."

Finance Subcommittee Report

Motion: To receive and place on file the Finance Committee Trial Balance & Cash Flow Report.

Vote: Approved. All in favor.

Ms. Born noted that prior auditors for CRA have been let go and that Roselli, Clark and Associates would work with them to look at audits for 2010 and 2011 in addition to performing audit for FY 2012.

Motion: To authorize the Executive Redevelopment Officer to execute a contract amendment with the firm of Roselli, Clark and Associates for the purpose of completing the Authority's FY 2010 audit; provided, however, that the cost of such contract amendment shall not exceed \$7,500.

Further, the Board agrees to exercise the option in the existing contract with Roselli, Clark and Associates to complete the Authority's FY 2012 for the previously agreed upon fee of \$9,900.

Vote: Approved. All in favor.

Report of the Design Sub-Committee

The Design Review committee and Boston Properties successfully resolved the Microsoft roof deck building material details at a meeting with the designers on May 7, 2013. A metal panel system similar to material used for signage on the building was selected.

Boston Properties Updates

Boston Properties representatives Kevin Shaham and David Steward updated the board on Ames Street project. On April 22, the City Council authorized the City Manager to move forward with land disposition and get two appraisals on property. The board discussed details regarding public and open space, retail, necessary zoning modifications and the relationship between residents and the public/commercial areas. Boston Properties anticipated that construction could start in 2014 with completion targeted for 2016 and encouraged the board to advocate for fast track.

Mr. Sheehan also provided an update on the modification of the Connector Building between Four and Five Cambridge Center. A new roof design provides more green area and limited pavers to provide access to rooftop equipment. The green roof is not accessible except for maintenance but provides general environmental and visual benefits--LEED Gold certification is targeted. Discussion of possibility of edible material on roof, to be continued with sub-committee.

Executive Redevelopment Officer Contract

Motion: That the Cambridge Redevelopment Authority confirms the execution of the contract between the Authority and Thomas Evans setting forth the terms pursuant to which Mr. Evans will serve as the Authority's Executive Redevelopment Officer as presented in this meeting. The Authority further confirms that in that capacity, Mr. Evans shall be the senior executive of the Authority, and shall have all of the powers of the Authority's Executive Director pursuant to law and the Authority's bylaws. The exercise of such power shall be subject to the Authority's receipt of a monthly written report of the Redevelopment Officer.

Strategic Planning Update

Tom Evans updated the board on the approach for strategic planning and asked that Kathryn Madden be brought on as a part-time contract employee. He anticipates a process whereby a plan would be ready for community review in the fall with final document prepared by the end of

October. Ms. Born spoke of including the City Manager in this process before he departs. Board voted to finalize and execute contract with Kathryn Madden.

Motion: Motion to enter contract negotiations with Kathryn Madden as a part-time contract employee, and authorizing the personnel committee and the Executive Redevelopment Office to draft, finalize, and execute an employment contract.

Voted: Approved. All in favor.

Report of the Executive Redevelopment Officer

Mr. Evans updated the board on administrative matters and his efforts to get things in working order and provide information to the public. Financial material is now in good shape and he is working with the City on systems for check signing, payroll, procurement, budget tracking, etc. Discussed possibility of administrative assistance via co-op students, fellowships, interns, workstudy, etc. and about ongoing engagement with Community Development Department staff/public processes as they relate to CRA's interests.

Update on development activity: Boston Properties is close to completing Google expansion and the Biogen building at 17 Cambridge Center and will need certificates of completion for both projects. Ms. Born noted that signs have not been approved at Main Street Arcade and there was discussion of Google signage, sidewalk. He mentioned an upcoming MassDOT meeting on May 16 regarding the Longfellow Bridge project, and that work had begun on Broadway. Mr. Evans met with Greenscape to discuss their landscaping scope of their work and their intent for demolition of the Tot Lot site including equipment, seating, fencing and hedges. He has questions about the use of the shed on the CRA property and anticipated adding this to the scope for removal.

Other Business

The board moved/voted 5-0 to convene in Executive Session for the purpose of discussion pending litigation.

Adjournment for regular meeting: 7:28 p.m.

Next Regular Meeting Date: June 19, 2013